

DDA

ODP-0-1143

21 AUG 1980

STATINTL

MEMORANDUM FOR: Chief, Regulations Control Division, OIS

FROM:

[REDACTED]
Executive Officer, ODP

STATINTL

SUBJECT: Proposed Revision of [REDACTED] Handbook
of Required Regulatory Readings, DRAFT A
(Job 9258)

REFERENCE: Your memorandum, dated 12 Aug. 1980,
same subject

1. After reviewing subject draft, the Office of Data Processing recommends that paragraphs be added concerning "Nonofficial Publications and Presentations by Employees and Former Employees" and "Summaries of Agency Employment." Given the number of embarrassing and controversial publications by former employees recently, it seems prudent to remind employees in their annual regulatory readings of their obligations in these areas.

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2. Proposed drafts of these Paragraphs (7 and 8 because they logically follow Paragraph 6) are attached. I am available on x4011 to answer questions regarding this recommended revision [REDACTED]

3. I also noted that in paragraph 60p., the word "authorized" should be "authorize" and that in paragraph 60e., "make of assist" should be "make or assist."

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Atts: a/s

Distribution:

Original - Addressee, 2-O/D/ODP, 2-ODP Registry

O/D/ODP/[REDACTED]:caj/4011 20 Aug. 1980

7. NONOFFICIAL PUBLICATIONS AND ORAL PRESENTATIONS BY
EMPLOYEES AND FORMER EMPLOYEES

a. Agency employees and former employees under the terms of their secrecy agreement must submit for review all writings and scripts or outlines of oral presentations intended for nonofficial (i.e., personal) publication, including works of fiction, which mention intelligence data or activities, or contain data which may be based upon classified information. No steps toward publication or oral presentation will be taken until the material has been submitted to and approved by the Publications Review Board.

(HR [REDACTED] Nonofficial Publication and Oral Presentations by
Employees and Former Employees)

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8. SUMMARIES OF AGENCY EMPLOYMENT

a. Agency employees and former employees under the terms of their secrecy agreements must submit for review all summaries of Agency employment, such as those included in personal resumes or job applications. Component personnel officers are available to assist employees in drafting and obtaining approval for summaries of employment.

TRANSMITTAL SLIP		DATE 12 ^G 1980
TO: <i>ODP</i>		
ROOM NO. <i>200</i>	BUILDING <i>A-5</i>	
REMARKS: <i>PRIORITY DRAFT</i>		
FROM:		
ROOM NO.	BUILDING	EXTENSION
	<i>RCD/ISS/DDA</i> <i>5-D-49 Hqs.</i>	<i>x6758</i>
FORM NO. 241 1 FEB 55		REPLACES FORM 36-8 WHICH MAY BE USED. (47)

12 August 1980

MEMORANDUM FOR: Deputy Director for National Foreign Assessment
Deputy Director for Science and Technology
Deputy Director for Operations
Comptroller
General Counsel
Legislative Counsel
Inspector General

STATINTL

FROM:

STATINTL

Chief, Regulations Control Division
Office of Information Services

SUBJECT:

Proposed Revision of HHB Handbook of Required
Regulatory Readings, DRAFT A (Job 9258)

REFERENCE:

Our memorandum dated 24 June 1980, same subject

FOR YOUR INFORMATION:

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1. HHB Handbook of Required Regulatory Readings, must be read by all employees entering on duty with the Agency. In addition, the handbook must be read annually by Agency employees to ensure their continued familiarity with specific, selected Agency issuances and policies.

2. The referent requested offices responsible for paragraphs of the handbook to review the text and revise, delete, or add material as necessary. The attached proposal is the result of suggestions received. The handbook merely summarizes existing policy.

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3. Priority handling of this handbook is requested. We plan to send the proposal to the Deputy Director for Administration for approval on 26 August 1980. Any questions may be directed to [REDACTED] on extension 6758.

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Attachments:

- A. Concurrence Sheet (OGC)
- B. Proposed Revision of HHB [REDACTED]

cc: AO/DCI OL
AO/RMS-CTS OS
SSA/DDA OTR
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OF OPA
OMS OEEO
OC RMD/OIS
OPPPM

PRIORITY

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HHB [REDACTED]

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INFORMATION SHEET

This handbook dated [REDACTED] is a complete revision of
HHB [REDACTED] dated 22 September 1977 and 26 September 1979.

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HHB [REDACTED]

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FOREWORD

FOREWORD

Rescission: HHB [REDACTED] dated 22 September 1977 and

26 September 1979

1. This handbook contains information with which Agency employees must be familiar. The information is presented in two forms:

a. Summaries of selected Agency regulations, Federal laws, Executive orders, and directives issued by other Government agencies. Source citations have been included at the end of each such summary.

b. Complete statements of Agency policy that do not appear elsewhere in Agency regulatory issuances. These statements are identified by (**) at the end of the paragraph concerned.

2. Insofar as possible, information in this handbook is presented under chapter headings that parallel the subject categories in Agency regulations and handbooks.

3. This handbook will be read by employees when they enter on duty with the Agency. Supervisors also will ensure that the handbook is circulated each October to all employees under their supervision. Employees will indicate that they have read the material in this handbook by initialing the routing sheet attached by their supervisor.

DON I. WORTMAN
Deputy Director
for
Administration

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MANAGEMENT

HHB [REDACTED]

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HHB [REDACTED]

CHAPTER I: SECURITY

1. COMPLIANCE WITH SECURITY REGULATIONS

→ a. It is the responsibility of each employee to be familiar with the policy and standards set forth in all security regulations and also to report immediately any actual or possible breach of security of which he or she has knowledge to a supervisor, the security officer of the component, or the Office of Security. Each employee, in discharging the reporting responsibility, should be particularly aware of the importance of reporting any possible loss or compromise of classified material. All security violations or alleged breaches of security are investigated by the Director of Security or designee, with the assistance of the security officer of the component concerned. Their investigative report includes a finding as to the person or persons responsible for the security violation, if one did occur, and recommendations for action to preclude a recurrence.

b. Penalties for security violations are prescribed by regulation and are assessed in keeping with circumstances, mitigating or otherwise, that bear on intent, past security record, demonstrated attitude, and the gravity of a given incident. The range of penalties includes reprimand, suspension, and, in certain instances, → termination of employment or affiliation.

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(HR [REDACTED] Compliance With Security Regulations)

2. SECURITY TRAINING AND EDUCATION

a. The Agency provides security training and education throughout the career of an employee, with emphasis on briefings and discussions that focus on situations and problems encountered in individual components. Additionally, certain circumstances or activities call for standard instruction; i.e., Agency employees are briefed regarding their security obligations at the time of their employment, prior to leave lasting 60 calendar days or more, prior to official or private foreign travel, and prior to separation. Prior to official travel or leave lasting 60 calendar days or more, personnel should surrender their CIA badges or credentials to their administrative officer or to the Office of Security receptionist. Personnel who will be absent less than 60 calendar days should consider turning in their CIA badges and credentials to their administrative officer for safekeeping during their absence.

b. At the time of separation, employees must surrender to appropriate Agency officials all material and documents in their possession that are the property of or the custodial responsibility of the CIA.

STATINTL

(HR [REDACTED] Security Education)

3. OUTSIDE ACTIVITIES

a. The conduct, discretion, and self-discipline of each employee, including that demonstrated during unofficial or

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personal outside activities, have a direct bearing on the security of the Agency. While the Agency encourages outside activities, those that have potential security, cover, or adverse publicity ramifications or that could affect an employee's performance are of legitimate concern and, therefore, require approval. Examples of activities that require prior official approval before employees may engage in them follow:

- (1) Part-time employment.
- (2) Sponsoring entry of an alien into the U.S.
- (3) Foreign travel.
- (4) Court appearances.
- (5) Attending international conferences or conventions.
- (6) Overseas operation of amateur radio stations or

Citizens Band radios.

b. In their unofficial outside activities, Agency employees will not discuss classified information, disclose intelligence sources and methods, jeopardize cover, or make statements that might be construed as expressions of Agency or U.S. Government policy.

c. Any unofficial contact in the United States with a person known or believed to possess citizenship of a country under a Communist government or with an individual known or believed to be a representative or employee of a Communist government or front organization will be reported immediately to the External Activities Branch, Office of Security. Contacts with nationals,

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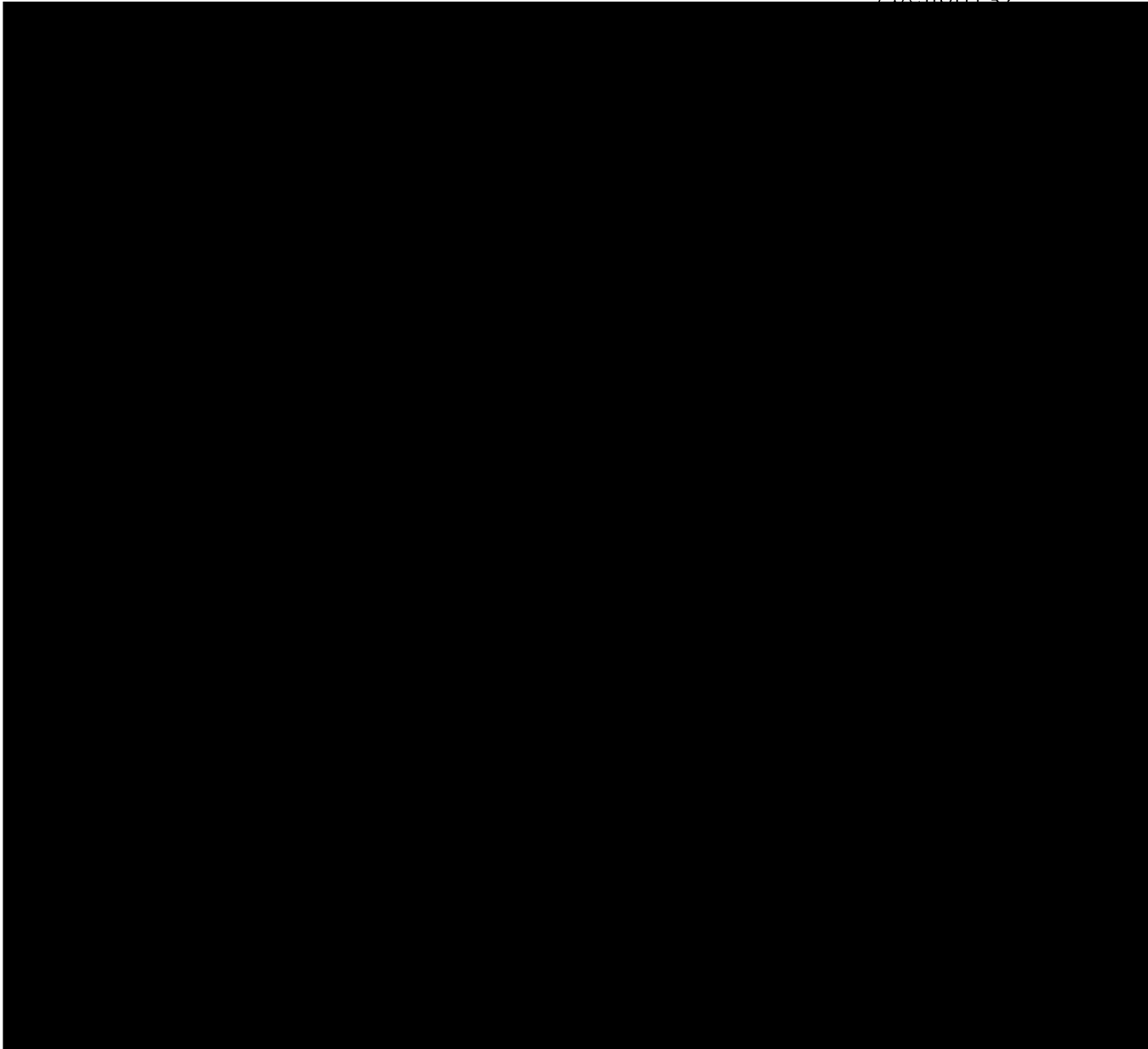
employees, or representatives of non-Communist foreign nations need be reported only if employees have reason to believe that an unofficial contact will be close or recurring.

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(HR [REDACTED], Outside Activities)

4. INSTRUCTIONS REGARDING PLACE-OF-EMPLOYMENT QUESTIONS

- a. Employees whose children attend public ~~school~~ in the /schools/



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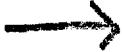
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(HR [REDACTED], Outside Activities)



5. CONTROL OF OFFICIAL DATA

- a. The Agency operates on the need-to-know principle.

An employee must not solicit information not officially needed nor disclose information to others whose duties do not require it.

b. All information, classified or unclassified, received, compiled, or created by the CIA (except personal copies of unclassified personnel papers) is official data and is the property of the United States Government. Official data may not be released or disclosed outside the Agency except by officials specifically authorized to do so.

c. All employees are prohibited from using official data for any purpose other than in the performance of their official duties or on behalf of the Agency. Official data is not to be held in personal files or set aside for personal use or benefit.

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(HR [REDACTED] Care and Use of Official Data)



d. Employees must be aware of the requirements for classifying and declassifying national security information as prescribed by Executive Order 12065 and implementing directives. Personnel with national security classification authority will determine which security classification level (Top Secret, Secret, or Confidential), if any, is applicable. Likewise, individuals with proper authority should downgrade or declassify information as soon as national security



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→ considerations warrant. National security information is that which requires protection against unauthorized disclosure in the interest of the national defense or foreign relations of the United States. Top Secret applies to national security information, the unauthorized disclosure of which reasonably could be expected to cause exceptionally grave damage to national security. Secret applies to national security information, the unauthorized disclosure of which reasonably could be expected to cause serious damage to the national security. Confidential applies to national security information, the unauthorized disclosure of which reasonably could be expected to cause identifiable damage to the national security. Information may be classified only by officials authorized in writing to do so. Only Top Secret classifiers may authorize a classification exceeding six years. Classification is based solely on national security considerations. Both unnecessary classification and overclassification will be avoided. Where feasible, classified information will be portion
→ marked.

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(HHB [REDACTED] Agency Information Security Program Handbook)

e. Prompt and stringent administrative action will be taken against any employee determined to have been responsible for any unauthorized release or disclosure of national security information.

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(HR [REDACTED] Freedom of Information Act and National Security

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Information)

f. All Agency employees should be familiar with the proper procedures for transmittal, marking, storage, and destruction of classified and controlled material.

g. Top Secret documents may be transmitted only by approved electrical means, by designated Top Secret Couriers, or by Top Secret Control Officers. Secret and Confidential documents may be transmitted by approved electrical means; within the United States by registered mail; by authorized courier; or by hand within the headquarters area (not to exceed a fifty mile radius from the Headquarters Building). The documents must be wrapped and marked in accordance with Agency regulatory issuances.

h. Classified documents, including classified waste such as drafts, carbons, notes, to be destroyed must be torn into small pieces or shredded, placed in approved paper bags marked TOP SECRET-SOLUBLE, and appropriately guarded or stored in a safe or other approved safekeeping equipment until delivered to a classified waste depository for destruction. If personal articles are accidentally dropped into classified waste depositories, the Headquarters Security Branch, extension 6161, should be notified so that an attempt may be made to recover the articles.

i. Custodians of classified documents should periodically survey all such material in their possession and, if the material is deemed of no further use, request their area records officer to review the documents and give directions for their disposition.

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→ j. Removal of classified information from Agency facilities without proper authorization is prohibited and is considered a serious violation of Agency security policy. To avoid accidental removal of classified material from Agency buildings, employees are cautioned against placing classified material in their pockets, purses, or other personal possessions.

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(HR [REDACTED] Storage of Classified and Controlled Matter, and HR [REDACTED] Accountability and Handling of Classified Matter)

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6. RELEASE OF CIA INFORMATION TO THE PUBLIC, THE PUBLIC INFORMATION MEDIA, AND THE CONGRESS

a. Agency employees may not respond to inquiries from the public, including inquiries under Public Law 89-487, the Freedom of Information Act, the public information media, or the Congress, without the prior approval of appropriate Agency officials.

→ b. The Director of Public Affairs is responsible for the coordination within the Agency of all inquiries from public information media representatives, and all such inquiries must be referred to him. Requests from the Congress for such CIA intelligence material or for testimony by an Agency employee must be referred to the Legislative Council.

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→ /sel./
c. A former employee is not to be given access to official data or allowed to use or borrow any equipment or property belonging to the Agency except as prescribed in HR [REDACTED]

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(HR [REDACTED] Release of Agency Information to Representatives

of Public Information Media; HR [REDACTED] Media Briefings; HR [REDACTED]

Agency Presentations to Non-Governmental Organization; HR [REDACTED]

Release or Disclosure of Classified or Unclassified CIA

Intelligence Material to the Congress of The United States;

HR [REDACTED] Public Access to Documents and Records

Declassification Requests; HR [REDACTED] Access to Official Data and

Equipment or Property by Former Employees.)

7. SECURITY OF AREAS, OFFICES, AND BUILDINGS

a. Agency employees will immediately report to the Office of Security via the security officer of their component any indication of forced penetration of Agency facilities or safekeeping equipment or any attempt by unauthorized persons to gain access to classified information.

b. Employees who lose their badges or any other Agency identification will report the loss immediately by telephone to the Office of Security. A written confirmation of this report will be made, as soon as possible, to the Director of Security and the security officer of the component concerned.

c. Government property, and personal property such as typewriters or radios, may not be removed from CIA buildings without a property pass, which must be presented to the guard at the building exit. Designated individuals in each component are authorized to issue such passes. Property passes are not required

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for removal of other personal property, but the property may be subject to inspection by the Office of Security to ensure that classified information is not being inadvertently taken from Agency buildings.

d. CIA buildings, areas, or offices may not be photographed without permission of the Director of Security. The possession of personal cameras in or on the grounds of Agency buildings is prohibited.

e. Employees must not leave rooms unoccupied at any time unless classified or controlled material is secured in the proper safekeeping equipment or temporarily placed in the custody of another employee authorized to have access to the material or the room is left temporarily under the direct personal observation of such an employee in an immediately adjacent room.

f. All requests for maintenance, services, or repairs of Agency office machinery by private contractors must be made through the Office of Logistics. No Agency component or employee may contact private contractors without the specific permission of the Director of Logistics.

g. Telephone calls to and within the Agency will be received either by name of the component chief or by component designation rather than by number if cover and security permit. When a caller requests information over the telephone and there is any doubt regarding his or her identity or the need for the information, the employee should take the caller's name and telephone number and offer to return the call. When speaking on regular

(black line) telephones, employees must never discuss classified or controlled information. Telephone calls into and out of the Washington, D.C., area are subject to transmission by microwave and susceptible to interception and recording [REDACTED]

[REDACTED] The special internal telephone system used in the Headquarters Building (red line) may be used for discussion of information classified through Secret with the exception of classified information of an operational nature, data of special sensitivity, or information requiring any type of special clearance. The gray/green line must be used for any call between buildings in which classified information will be or may be discussed. In the event of telephone trouble, interference, or irregularities, including the sound of voices other than those of the caller and the person called, discussion of classified information over a red or green line telephone will be immediately discontinued. The connection should be maintained and the incident reported on another telephone to the Secure Voice Operator on extension 3-0222 secure or extension 4405 nonsecure. The employee reporting the trouble will advise all employees in the office and ensure that all employees taking incoming calls are advised that the extension is not to be used /x/ for the discussion of classified information until the telephone supervisor reports the line back in serviceable condition. More detailed information on the use of the black, red, and green telephone systems may be found in HHB [REDACTED] and the front of the Agency telephone directory.

h. The Agency telephone directory is an accountable document classified Secret and must not be removed from CIA buildings.

Instructions on the control of separate gray/green directories can be obtained from your supervisor, the Office of Security, or the Office of Communications.

i. No employee other than the Director of Security or those designated by him may issue orders, assignments, or special instructions to any guard assigned to CIA headquarters facilities.

STATINTL (HR [REDACTED] Security of Areas, Office, Buildings; and
HHB [REDACTED] Manual for Security of Areas, Offices and Buildings)

STATINTL 8. SAFETY PROGRAM

CIA conducts an ongoing safety program to encourage safe work practices, to eliminate work hazards and health risks, and to reduce the number of accidents and injuries to Agency personnel. Employees can contribute to the success of this program by promptly notifying their area safety officer of any unsafe work conditions that come to their attention and by immediately reporting any accident that involves Agency property, occurs on property occupied or controlled by the Agency, or results in injury to or involves Agency employees on duty.

(HR [REDACTED] CIA Safety and Health Program

STATINTL 9. SECURITY DUTY OFFICER STAFF

Employees involved in an emergency or in a situation affecting Agency security are urged to seek advice and assistance from the Security Duty Office by calling 351-6161 at any time of the day or night.

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(HR [REDACTED] Security of Areas, Offices, and Buildings)

10. DRUG ABUSE

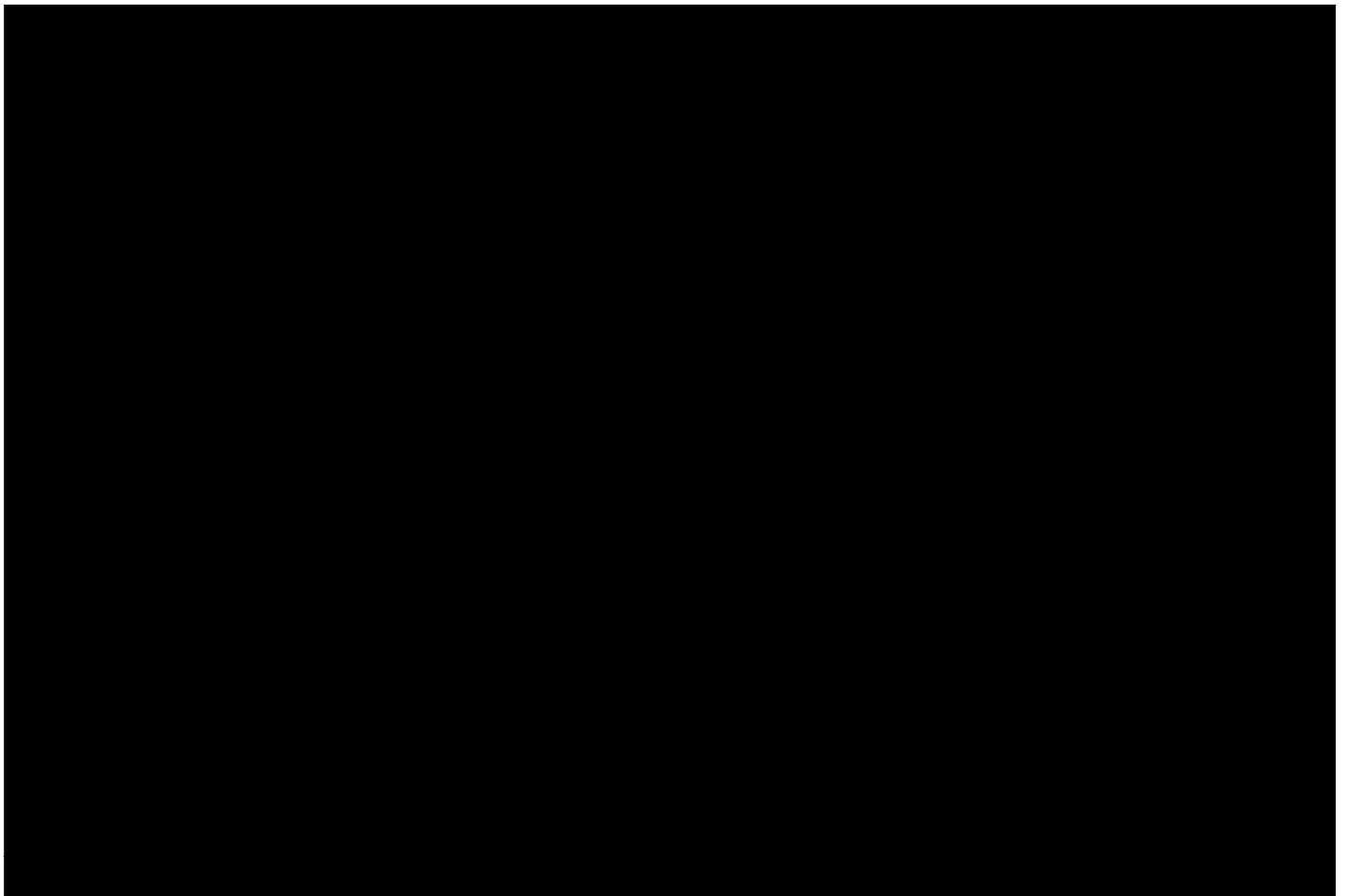
Although the Agency endeavors to protect the privacy of each employee to the extent possible, it cannot condone or permit the illegal use or other abuse of drugs by an employee. If the employee is identified as a drug abuser, appropriate administrative action will be taken that may result in suspension and, in certain cases, dismissal from the Agency.

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(HN [REDACTED], Drug Policy)

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11. DISCLOSURES OF AGENCY AFFILIATION AND FUNCTIONS



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→ national security. In this connection, the Central Intelligence Agency collects, produces, and disseminates foreign political, economic, scientific, technical, military, geographic, and sociological intelligence and intelligence on foreign aspects of narcotics production and trafficking, and international terrorism. The Agency conducts counterintelligence activities outside the United States and coordinates the counterintelligence activities of other agencies within the Intelligence Community outside the United States and produces and disseminates related reports. Without assuming or performing any internal security functions, it conducts counterintelligence activities within the United States, but only in coordination with the FBI and subject to the approval of the Attorney General. The Agency conducts special activities outside the United States approved by the President and carries out such activities consistent with applicable law. It has no police, subpoena, or law enforcement powers or internal security functions.

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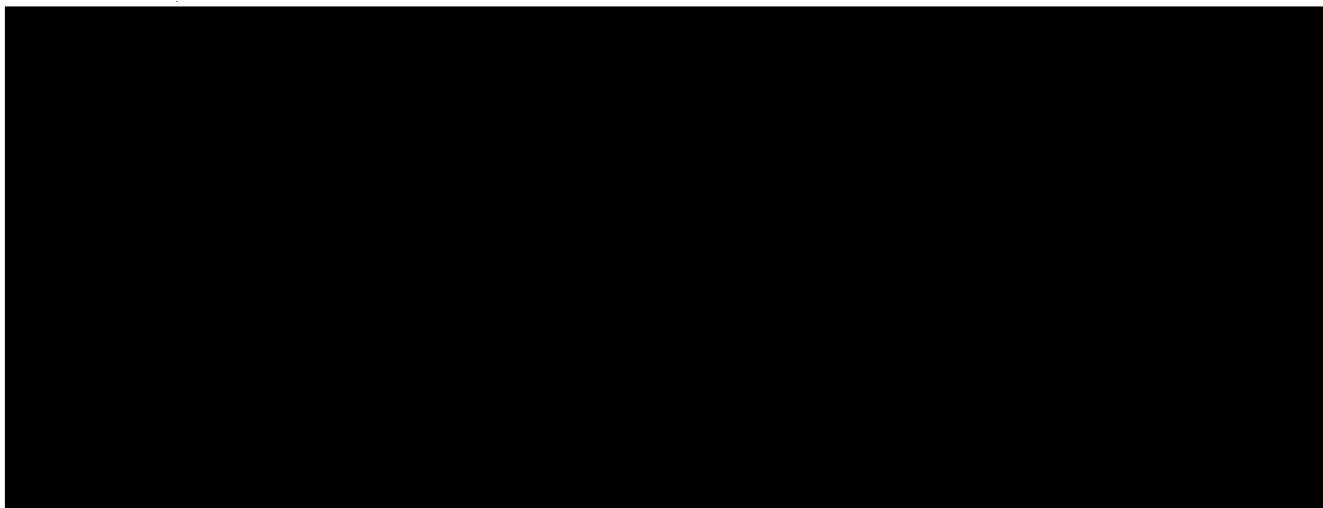
(HR [REDACTED] Outside Activities)

12. COURT PROCEEDINGS, AFFIDAVITS, APPEARING AS WITNESS, AND ARRESTS

Personnel who become engaged in any court proceedings, such as jury duty; arrest; appearance as a witness, plaintiff, or defendant; execution of sworn affidavits of any nature whatsoever; or any other legal matter of a personal nature in which CIA may be affected, either directly or indirectly, will immediately report

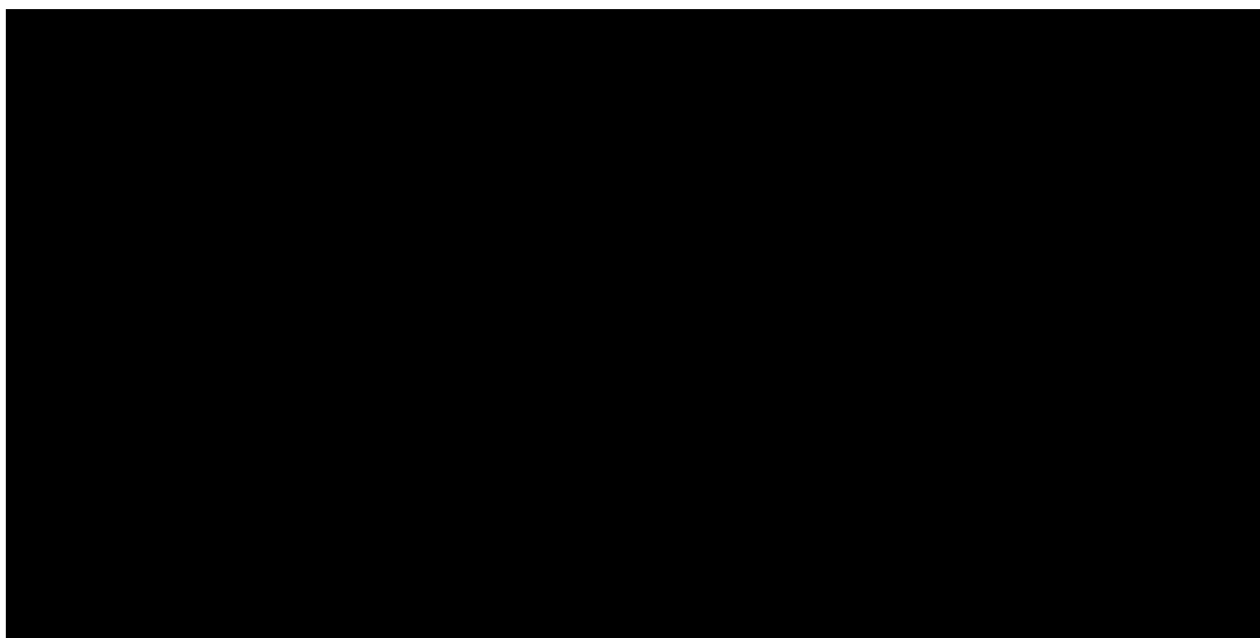
all pertinent information and circumstances to the Director of Security and to the General Counsel, through administrative channels, so that suitable security measures can be taken. The following procedures will apply:

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Agency employees must consult with Office of General Counsel representatives and obtain the express consent of the Director of Central Intelligence (DCI) or designee before disclosing classified information regarding Agency duties, assignments, organization, and personnel.

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(HR [redacted] Outside Activities)

13-15. Reserved.

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MANAGEMENT

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HHB [REDACTED]

CHAPTER II: PERSONNEL

16. EQUAL EMPLOYMENT OPPORTUNITY--AFFIRMATIVE

ACTION

→ a. It is Agency policy to provide for all persons equal opportunity and aggressive affirmative action to correct past inequities. Agency policy demands that there be no discrimination or disparate treatment based on or derived from race, religion, color, national origin, age, marital status, political affiliation, physical handicap, or sex. For this purpose, the DCI has established an independent office and appointed a Director of Equal Employment Opportunity. The Agency Equal Opportunity--Affirmative Action programs include an Agency-wide Affirmative Action Program, a Federal Women's Program, ~~the~~ Hispanic /a/ Employment Program, a Black Program, an Asian and Pacific American Program, a Community Affairs Program, an Upward Mobility Program, an EEO Complaints System, and any other efforts or activities required by the DCI to assure equal opportunity and affirmative action.

→ b. Each directorate has a full-time EEO officer and staff required to develop and implement programs of equity and affirmative action plans that will ensure that

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→ all employees, including women and minority group members, have the opportunity to develop and use their skills and to ensure that none are underrepresented in any level or area of employment.

c. Any employee who believes he or she has suffered unfair treatment based on the above factors must contact an Agency EEO Counselor or the Office of EEO within 30 days. The Counselor will protect the employee's anonymity, advise the employee, and attempt to negotiate a settlement. If an EEO Counselor is unable to resolve the problem, the Counselor will provide advice and guide the employee in filing a formal complaint of discrimination. All using the Complaint System are protected from harassment or reprisal.

d. For additional information concerning the Office of Equal Employment Opportunity, consult ^{/ti/} "IV. FUNCTIONAL DIRECTORY" in the Agency telephone directory. (HR [REDACTED] Equal Employment Opportunity Program)

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17. GRIEVANCE PROCEDURE

It is Agency policy that employees have the opportunity to present job-related grievances with freedom from restraint, coercion, or reprisal and that the Agency grievance system provide for the prompt, competent, and just consideration of such grievances. Normally employees are expected first to seek solutions to grievances informally within their directorates through consultations with

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→ supervisors or other officials in accordance with directorate procedures. However, a grievance may be submitted directly to the DCI or DDCI or to the Inspector General. An employee may appeal adverse decisions at the directorate level to the Inspector General. When the latter's decision is adverse, the employee may ask ~~the~~ the case be referred to the DCI /that/ or that it be reviewed by a DCI Grievance Board. In either event the determination of the DCI or DDCI is final.

→ (HR [REDACTED] Grievance Systems; HR [REDACTED] Office of the Inspector General)

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18. MARRIAGE OF EMPLOYEES

a. Because of the sensitive and confidential nature of the work of the Agency, the marriage of an employee to an alien raises inherent issues of security and suitability that may preclude continued employment. When an employee contemplates marriage to an alien and wishes thereafter to remain in the employ of the Agency, permission to remain must be received before the marriage in accordance with the provisions of HR [REDACTED] Failure of an employee to comply with this requirement constitutes grounds for dismissal.

→ It also is essential that where approval to remain is granted, the alien spouse must file an application for

→ naturalization as soon as eligible to do so. If permission to remain in the employ of the Agency after marriage to an alien is denied and the employee continues the intention to contract the marriage, the employee's resignation will be accepted to be effective not later than 45 days after the date of marriage.

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b. Prior permission to remain with the Agency after marriage is not required of an employee when the marriage is to a U.S. citizen. If, however, in the opinion of the Agency, the spouse or intended spouse is found to be a security risk, or if the marriage may limit the usefulness of the employee, the marriage may be sufficient grounds for terminating the employee or, should circumstances warrant, transferring the employee to other duties within the Agency. (HR [REDACTED] Marriage of Employees)

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19. EMPLOYEE EMERGENCIES AND UNFORESEEN ABSENCES

a. Each Agency employee must designate, for entry on the Central Emergency and Locator Record, a person who may be notified in an emergency. This person should be readily available and in a position to act on behalf of the employee if necessary. Additionally, each employee should brief a member of his or her family or a close associate on how to contact the Agency in an emergency.

b. When an employee is involved in an emergency situation such as listed below, the emergency will be reported as soon as possible to the Personal Affairs Branch, Office of Personnel Policy, Planning, and Management (O/PPPM), extension 6081. During nonwork hours, the report should be made to the Security Duty Office on 351-6161.

(1) Any medical emergency such as serious illness or injury.

(2) Death of an employee.

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(3) Any circumstance that requires the Agency to contact the employee's emergency addressee or that requires more than routine supervisory action.

c. Involvement in legal proceedings that might result in subpoena, police detention, trial, or publicity should be reported to the External Activities Branch of the Office of Security.

d. Unforeseen absences should be reported to the employee's supervisor within the first two hours of the first day of absence. If the supervisor cannot be reached, the absence should be reported to the Security Duty Office on 351-6161.

(HR [REDACTED] Employee Emergencies and Unforeseen Absences)

20. LEAVE

Each employee is responsible for full compliance with Agency leave regulations. Except in cases of unforeseen absence due to illness or emergency, permission to take leave must be obtained in advance of its use.

(HR [REDACTED] Leave)

21. EMPLOYEE CONDUCT

a. Agency employees should act on and off the job in a manner that reflects credit on themselves and the Agency. Employees are responsible for being knowledgeable of the rules of conduct they are expected to follow during Agency employment. If uncertain of the existence or meaning

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of a rule, employees should seek advice from supervisors, the personnel or administrative officer, or the Director of Personnel Policy, Planning, and Management (D/PPPM). Employees also are expected to monitor and be accountable for any activities of their dependents that might reasonably be construed to affect the security of the Agency, directly or indirectly.

b. To ensure that security and integrity of the Agency and its employees, agency employees are expected to live within their means, to honor financial obligations, and to pay debts. Willful failure to settle valid debts will be grounds for disciplinary action, including dismissal. Employees have the responsibility for prompt payment of Federal, State, and local taxes. The Agency cooperates with the various tax authorities in collecting delinquent or unpaid taxes owed by Agency employees. **
(**)

(HR [REDACTED] Conduct and Discipline)

STATINTL

22. EMPLOYMENT OF RELATIVES

An Agency official who has the authority to employ or promote individuals, or who is in a position to recommend individuals for employment or promotion, may not employ, promote, or advocate for employment or promotion any relative. An individual appointed, employed, advanced, or promoted in violation of this restriction is not entitled to pay.

(HR [REDACTED] Restrictions on Employment of Relatives)

STATINTL

23. CONFLICTS OF INTEREST

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ADMINISTRATIVE - INTERNAL USE ONLY

a. A conflict of interest is a situation in which an employee's private interests conflict or appear to conflict with the duties and responsibilities of the individual's Government employment. Usually the conflict of interest is of an economic nature; however, it may apply to other areas as well. (A)

b. There are severe criminal penalties for violations of prohibitions against conflicts of interest in the Federal service. These prohibitions forbid a Federal employee from:

(1) Representing anyone before a court ~~of~~ Government agency in a matter in which the United States Government has an interest (this restriction does not apply if the employee is discharging official duties).

(2) Participating in a governmental capacity in any matter in which the individual, a member of his or her immediate family, an outside business associate, or a person with whom the employee is negotiating for employment has a financial interest.

(3) Representing anyone, other than the United States, for ~~one year~~ after the employee's Government service has ended, in any matter in which the Government has an interest and that ~~was~~ within the area of the employee's official responsibilities during the last year of Government service (employees are permanently prohibited from representing anyone in those instances where they participated personally and substantially for the Government during their service).

(4) Receiving any monetary or other benefits from a private source as compensation for Government service. (S)

c. Although an actual conflict of interest can never be permitted, permission may be granted to an employee to enter into or continue an apparent conflict of interest if cover or operations warrant doing so. (S)

STATINTL

(HR [REDACTED] Conflicts of Interest)

d. To enable the Agency to determine the existence of real or apparent conflicts of interest, employees in certain positions may be required to file an annual employment and financial information report. The content of this report is treated in strict confidence.

STATINTL

(HR [REDACTED] Reporting Employment and Financial Interests) /

24. GIFTS AND DECORATIONS

a. No Agency employee may solicit or accept, directly or indirectly, from any person, corporation, or group, domestic or foreign, anything of economic value such as a gift, gratuity, or favor if it might reasonably be interpreted by others as being of such a nature that it could affect the individual's impartiality as an Agency employee or if the employee has reasons to believe that the giver:

(1) Has or is seeking to obtain contractual or other business relationships with the Agency.

(2) Has interests that may be substantially affected by the employee's performance or nonperformance of official duties.

(3) Is in any way attempting to influence the employee's official actions.

b. An employee is forbidden by law from soliciting contributions from other employees for a gift to a supervisor or from accepting a gift from lower salaried employees.

c. No employee, spouse, or dependent of an employee may request or otherwise encourage the presentation of a decoration or a gift from a foreign government or any representative of a foreign government acting as such. If an individual in one of these categories receives a gift or decoration from a foreign government or a representative of a foreign government acting as such, the circumstances must be reported within thirty days on Form 4144, Report of Foreign Gift/Decoration, through channels to the D/PPPM. Decorations or awards received from a foreign government or representative or a foreign government acting as such may be retained by the recipient, subject to approval by the D/PPPM. Gifts, other than decorations or awards, received from a foreign government or a representative of a foreign government acting as such may be retained by the employee if they have a retail value not in excess of \$100 in the United States, subject to approval by the D/PPPM. A gift of more than \$100 is considered accepted on behalf of the United States and will be deposited by the recipient with the D/PPPM for official use or for appropriate disposition.

STATINTL

(HR [REDACTED] Presentation and Acceptance of Gifts)

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25. POLITICAL ACTIVITIES

→ a. Participation ~~by~~ Federal employees in political
/y/
activities is limited by the Hatch Act. This law provides
severe penalties for violations, whether willful or not.
In accordance with the Hatch Act, a Federal employee may
not:

(1) Serve as an officer of a political party;
member of a national, State, or local committee of a
political party; officer or member of a committee of a
partisan political club; or candidate for any of these
positions.

(2) Organize or reorganize a political party,
political organization, or political club.

(3) Directly or indirectly solicit, receive,
collect, handle, disburse, or account for assessments,
contributions, or other funds for a partisan political
purpose.

(4) Organize, sell tickets to, promote, or actively
participate in a fundraising activity of a candidate in
a partisan election, political party, or political club.

(5) Take an active part in managing the political
campaign of a candidate for public office in a partisan
election or a candidate for political party office.

(6) Become a candidate for or campaign for an
elective public office in a partisan election.

(7) Solicit votes in support of or in opposition
to a candidate for public ~~of~~ office in a partisan election or
→ a candidate for political party office.

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→ (8) Act as recorder, watcher, challenger, or similar officer at the polls on behalf of a political party or a candidate in a partisan election.

(9) Drive voters to the polls on behalf of a political party or a candidate in a partisan election.

(10) Endorse or oppose a candidate for public office in a partisan election or a candidate for political party office in a political advertisement, broadcast, campaign, literature, or similar material.

(11) Serve as a delegate, alternate, or proxy to a political party convention.

(12) Address a convention, caucus, rally, or similar gathering of a political party in support of or in opposition to a partisan candidate for public office or political party office.

(13) Initiate or circulate a partisan nominating petition.

(14) Distribute campaign material.

↳ b. Employees interested in more complete information on this subject should contact the Office of General Counsel.

(HN [REDACTED] Political Activities of Agency Employees)

STATINTL

26. PARTICIPATION IN RIOTS AND CIVIL DISORDERS

Agency employees may not incite, organize, promote, encourage, or participate in any riot or civil disorder or aid or abet any person in committing such offense. If an employee is convicted on a felony charge related to a riot or civil disorder, he or she will be removed from

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Government employment and may not accept or hold any position in the Federal Government or in the government of the District of Columbia for a period of five years from the date of conviction. An employee may be suspended from Agency duties pending investigation of charges of having engaged in a riot or civil disorder.

STATINTL

(HR [REDACTED] Engaging in Riots and Civil Disorders)

27. PARTICIPATION IN PUBLIC PROTEST EVENTS

The Central Intelligence Agency has a unique responsibility to maintain strict objectivity in collecting, analyzing, and disseminating information vital to decisions affecting governmental policies in foreign affairs and related matters. It must not be, and must not appear to be, an advocate of policy. It is essential, therefore, that the public actions of Agency employees be entirely consistent with this objectivity. ()

28. CONSUMPTION OF ALCOHOLIC BEVERAGES ON AGENCY PREMISES

a. Alcoholic beverages may not be consumed on Federal property controlled by or under the charge of the General Services Administration. The Headquarters Building and grounds and most other Agency facilities in the Metropolitan Washington area fall into this category.

b. The Administrator for General Services has granted the Agency a limited exemption from the above rule, which permits consumption of alcoholic beverages on Agency premises under certain conditions. Alcoholic beverages

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→ may be served in the Executive Dining Room, in the balcony area of the South Cafeteria, and in the North Cafeteria for special functions only when catered or served, by
↳ the Executive Dining Room.

(General Services Regulation 101-~~19-3~~)

/19.3/

29. VERIFICATION OF EMPLOYMENT

a. Staff and contract employees who may identify themselves with the Agency should direct written inquiries to the following address:

Office of Personnel Policy, Planning, and Management
Central Intelligence Agency
Washington, D.C. 20505

Telephone inquiries should be directed to the following numbers:

Overt staff personnel 351-5695

Overt contract personnel 351-7841

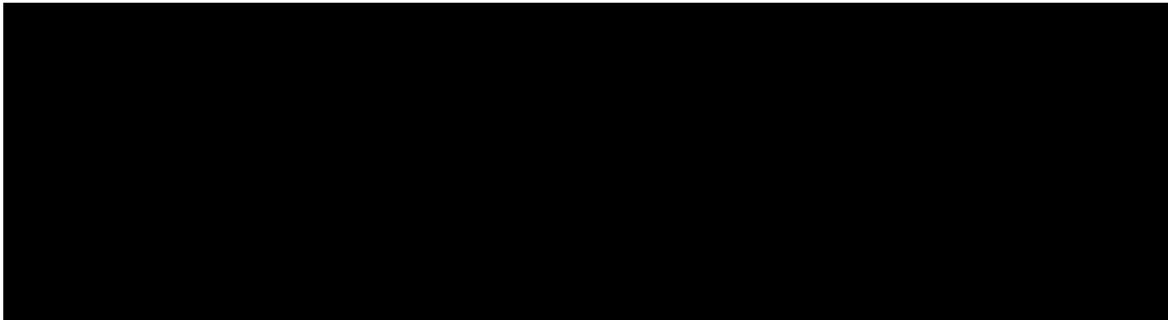
b. In response to credit inquiries on overt employees who have provided employment information to the inquirer, OPPPM will confirm that the individual works for the Agency, length of employment, salary, and job title (if appropriate), but will not volunteer additional information. A written request for employment status or verification should contain the employee's authorization to release the information requested. If the authorization does not accompany the request, OPPPM will refer the inquiry to the employee for permission to reply. Similarly, telephone credit inquiries or verifications that do not

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provide specific information for confirmation will be cleared with the employee prior to the release of the information. When an employee does not wish an answer to be given to an inquiry, OPPPM will so advise the requester. To assist the Agency in its record search and ultimate response, overt employees are asked to provide the inquiring firm with their date of birth and social security number. This information should then be included in the firm's request submitted to the Agency for verification.

STATINTL



STATINTL

Personnel Records and Reports)
Reserved.

ADMINISTRATIVE - INTERNAL USE ONLY

DRAFT A

MANAGEMENT

STATINTL

HHB [REDACTED]

CHAPTER III: FINANCIAL ADMINISTRATION

33. GENERAL

a. Each employee of the Agency is held individually responsible for the prudent use of public funds made available for activities under his or her control. Each employee also is responsible for reporting any instance in which there is reason to believe Agency funds are being obligated or expended contrary to the policies set forth in Agency regulations.

b. Such reports may be submitted through normal supervisory channels to the responsible Deputy Director or Head of Independent Office or directly to the Inspector General.

(HR [REDACTED] Financial Administration)

STATINTL

34. USE OF CONFIDENTIAL FUNDS

It is Agency policy to limit the exercise of the special financial authorities provided in the Central Intelligence Agency Act to those activities that in the national interest, require security protection. In line with this policy, confidential funds (those accounted for outside the Agency solely by certification of the DCI) will be used only to support Agency activities of a confidential, extraordinary, or emergency nature. Confidential funds will

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not be used to give Agency employees a preferential position of prestige or financial benefit in comparison to other Government employees.

STATINTL

(HR [REDACTED] Financial Administration)

35. CUSTODY OF FUNDS

Any individual to whom funds are advanced for official use is charged with the same duties and responsibilities as an official custodian insofar as the funds entrusted to his or her care ~~are~~ concerned. The mingling of such funds ~~are~~ with personal funds must be avoided.

STATINTL

(HR [REDACTED] Custody of Funds)

36. PENALTIES FOR MISUSE OF OFFICIAL FUNDS

Agency employees who misuse official funds may be required to restore the amount involved and may be subject to punishment by law. The penalty prescribed by law for presenting a false claim is a fine of not more than \$10,000 or imprisonment for not more than five years, or both.

STATINTL

[REDACTED] Financial Administration)

Reserved.

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MANAGEMENT

STATINTL

HHB [REDACTED]

CHAPTER IV: MISCELLANEOUS

40. THE MANAGEMENT ADVISORY GROUP (MAG)

→ The DCI has established the Management Advisory Group (MAG), made up of 14 officers in grades GS-12 to SIS-1/2, to assist in identifying and making recommendations on issues and problems arising out of the Agency's organization and management practices. The MAG is not an appropriate body to hear specific personal employee grievances. These are handled through established grievance procedures. However, the MAG welcomes the views and suggestions of Agency employees on how to improve the quality of Agency performance affecting its personnel, its structure and methods of operation, or its external relations. Any such suggestions should be sent to MAG, Executive Registry, 7E12 Headquarters Building. Their authorship will be kept confidential to the extent that contributors desire. (**)

41. PENALTY MAIL

a. Penalty mail is that official mail of the U.S. Government that may be transmitted through the Federal postal system without the application of postage stamps. A penalty mailing wrapper identifies the contents as official business and bears a printed statement of the penalty for private use to avoid payment of postage. This penalty is a fine of \$300.

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b. Agency employees should ensure that penalty mail is used only for official correspondence as defined by the Penalty Mail ~~Act~~ of 1948, as amended. In any instance where, uncertainty /Act/ exists, prior verification should be obtained from the Chief, Mail and Courier Branch, Logistics Services Division, Office of Logistics.

STATINTL

(HR [REDACTED] Penalty Mail)

42. CIA MAILING ADDRESS

The Agency's official mailing address for unclassified mail is:

Central Intelligence Agency

Washington, D.C. 20505

STATINTL

(HR [REDACTED] CIA Official Address)

43. INSTRUCTIONS RECEIVED THAT ARE INCONSISTENT WITH AGENCY CHARTER

Any employee who has knowledge of past, current, or

→ proposed CIA activities that might be construed to be illegal, improper, questionable or not authorized by applicable law, Presidential directive, Executive order, or regulation, or who believes that instructions received in any way appear to be illegal, → improper, or questionable, shall inform the Director or Inspector General immediately.

(HR [REDACTED] Restrictions on Intelligence Activities)

STATINTL

44. OFFICE OF MEDICAL SERVICES EMERGENCY AND CONSULTATIVE SERVICES

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a. The Office of Medical Services provides emergency medical assistance to Agency employees during duty hours regardless of whether their illness or injury is incurred in the performance of duty. During duty hours, emergency medical assistance may be obtained at the medical facilities in the Headquarters Building and the Ames Building. After duty hours, employees who require medical advice or assistance may contact the Office of Medical Services Duty Officer through the Security Duty Office on 351-6161.

b. Agency employees also may avail themselves of the Office of Medical Services consultative service. This service consists of advice and assistance in such areas as internal medicine, psychiatry, clinical psychology, and vocational psychology. Such assistance may be required in view of an employee's health, a problem involving family relationships, a family medical problem, or difficulties in job adjustment. Consultative services may be obtained by contacting the Assistant Registrar, Office of Medical Services.

(HR [REDACTED] Medical Support Program)

STATINTL

45. PROGRAM FOR THE PREVENTION AND TREATMENT OF ALCOHOLISM

a. As an employer, the Agency is concerned with the accomplishment of its mission and the requisite need to maintain employee productivity. The use of alcoholic beverages by employees becomes of concern to the Agency when it results in job-related

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problems. Alcohol abuse problems exist when the use of alcohol interferes with the performance of the employee's official duties, reduces ~~with the performance of the employee's official duties, reduces~~ his or her dependability, or reflects discredit on the Agency. The special security requirements of the Central Intelligence Agency make it imperative that employees be alert to the problems of alcoholism and that management take effective action to resolve problems.

b. The Agency recognized ^{/s/} alcoholism as a treatable illness. Employees with an alcohol abuse problem will receive the same consideration and assistance that is extended within the Agency's official capabilities for any other illness or health problem as long as the employee is willing to cooperate in a program for rehabilitation. Employees who suspect they may have a drinking problem are encouraged to consult directly with the Office of Medical Services for professional assistance.

STATINTL (HR [REDACTED] Program for the Prevention and Treatment of Alcoholism)

46. RESTRICTIONS ON INTELLIGENCE ACTIVITIES

→ a. The intelligence activities of the United States, including the activities of the Agency and the Office of the Director, are restricted by various provisions of law and, in particular, Executive Order 12036 (43 Fed. Reg. 3674, 26 January 1978), particularly Section 2.

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STATINTL

→ b. The Agency has issued HR [REDACTED] which implements the provisions of Executive Order 12036. The regulation, in addition to implementing the restrictions of Executive Order 12036, includes Agency policies regarding, among other things, the conduct of security investigations and relations between the Agency and other Governmental entities, members of the U.S. news media, U.S. clergy, the U.S. academic community, and employees of Congress.

STATINTL

→ All employees are strongly advised to read HR [REDACTED] and its annexes.

(HR [REDACTED] Restrictions on Intelligence Activities)

STATINTL

47. UNOFFICIAL RELATIONSHIPS WITH FORMER AGENCY EMPLOYEES

It is essential that current Agency employees realize that resignees and retirees acquire a new status that precludes the access and privileges associated with active service in the Agency. Employees should be guided by the basic fact that a former employee with no active official connection with the Agency is not authorized continuing access to classified information as a result of former association. Moreover, former employees are entitled to no more assistance or service from the Agency than are any other citizens of our country. For example, should a former employee embark upon a second career which places him or her in a position of being a potential vendor of goods or services to the Agency, he or she must be treated the same as and must compete with any other vendor offering comparable goods or services. Agency employees must exercise careful judgment at all times to ensure ~~the~~ all unofficial relationships /that/

with former employees are proper and above reproach. There are a few basic questions employees should ask of themselves when evaluating their unofficial relationships with former employees. For example:

- a. Am I being asked to provide Agency information or other assistance for nonofficial purposes?
- b. Am I being asked to participate in some non-Agency activity to convey the impression that the Agency is officially involved?
- c. Would I conduct this relationship in the same manner if the other party had not been previously associated with the Agency?
- d. Am I becoming involved in an activity that may involve or create the appearance of a conflict of interest with my official Agency responsibilities?

Employees preparing for a second career that will draw upon skills and contacts developed while with the Agency must ask themselves the same kinds of questions. Upon retirement, they must be fully reconciled to the fact that their former Agency status must not be traded upon for preferential treatment in dealings with CIA. Employees who become involved in relationships with former employees about which they have questions should seek guidance promptly from their supervisors. If a supervisor cannot answer the question with
→ confidence, the employee should be referred to the more specialized

→ offices. The Operational Support Division of the Office of General
→ Counsel, the External Activities Branch of the Office of Security,
or the Office of the Inspector General should be consulted for
assistance in this regard.

48. MONITORING OR RECORDING OF TELEPHONE CONVERSATIONS

No officer or employee shall direct, arrange for, permit,
or undertake the monitoring or recording of any telephone conversation
without the express consent of all persons involved in the
conversation. Any deviation from this rule must be approved by
the Director of Central Intelligence or the Deputy Director of
Central Intelligence. Requests are to be made through the
Inspector General. (**))

49-50. Reserved.

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CHAPTER V: LOGISTICS

51. ACCOUNTABILITY/RESPONSIBILITY FOR GOVERNMENT PROPERTY

Accountability and responsibility for Government property involve the maintenance of formal records and signed acknowledgments of custodianship; however, individuals may be held pecuniarily liable for the damage to or the loss of such property through negligence whether or not it has been signed for or formally recorded.

STATINTL (HR [REDACTED] Supply Operations; HR [REDACTED] Damages and Losses
STATINTL of Agency-Controlled Property)

52. HAZARDOUS ITEMS WITHIN AGENCY ADMINISTRATIVE OFFICES

The receipt, storage, handling, or processing of explosive Class A, B, or C material, which includes explosives, incendiaries, pyrotechnics, chemical ammunition, and other hazardous items, is prohibited within Agency administrative offices and buildings.

STATINTL (HR [REDACTED] Prohibition of Hazardous Items Within
Agency Administrative Buildings)

53. SHIPMENT OF HAZARDOUS MATERIAL

→ ~~Shipment~~ of hazardous material will be prepared under
/Shipments/
the supervision of an individual who has satisfactorily completed
a Department of Defense or Department of Transportation training
↳ course in the shipment of hazardous cargo; and the shipment,

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→ handling, and storage will conform with Federal, State, and municipal laws and military and civilian regulations, as

→ appropriate. Hazardous materials may not be sent by pouch.

STATINTL

(HR [REDACTED] Shipment of Government Property)

54. UNAUTHORIZED PROCUREMENT ACTIVITIES

Procurement activities by Agency employees, including contacts, negotiations, or commitments, may subject the employees involved to personal liability and disciplinary action, unless those activities are authorized by HHB [REDACTED]

STATINTL

STATINTL

(HR [REDACTED] Procurement of Materiel and Nonpersonal Services;

HHB [REDACTED] Acquisition Handbook)

STATINTL

55. TRANSPORTATION

Official transportation within the Metropolitan Washington area is provided through the use of shuttle vehicles and, under certain circumstances, by other motor pool vehicles. Under certain circumstances, reimbursement is made for the use of public transportation and privately owned vehicles for official purposes.

STATINTL

(HR [REDACTED] Official Transportation In the Metropolitan Washington Area; HR [REDACTED] Local Transportation)

STATINTL

56. LOST OR DAMAGED PERSONAL PROPERTY

Claims for reimbursement for losses of or damage to privately owned personal property, when such losses or damages are incidental to the employee's services with the Agency, are

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~~settled~~ under the authority of the Military Personnel and
/settled/
Civilian Employees' Claims Act of 1964, as amended. The
requirements of a valid claim are ~~quite~~ precise and employees are
/quite/
urged to read the complete regulation before filing a claim.

STATINTL

(HR [REDACTED] Claims for Lost, Damaged, or Destroyed Personal
Property)

57. PARKING

STATINTL

Illegal parking at the Headquarters Building will subject
the violator to a fine. Illegal parking at other Agency-occupied
buildings also is subject to the regulations and penalties of the
building management; e.g., towing at owner's expense.

(HR [REDACTED] Parking)

58-59. Reserved.

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CHAPTER VI: STATUTORY PROHIBITIONS

60. PROHIBITIONS CONCERNING EMPLOYEES

Every Government employee is prohibited by law or regulation from engaging in certain types of activities. In addition to the prohibitions enumerated elsewhere in this handbook, listed below are a number of summaries of provisions of the law; however, the employee should be aware that these do not constitute a complete list of all the prohibited activities proscribed in the U.S. Code or other applicable regulations. A Government employee may not:

- a. Willfully and unlawfully conceal, remove, mutilate, obliterate, falsify, or destroy Government documents or records or attempt to do so (18 U.S.C. 2071).
- b. Ask, accept, receive, give, promise, or offer a bribe of any kind with the intent of having a decision on any official matter influenced thereby (18 U.S.C. 201).
- c. Fail to render accounts for public money received other than salary, pay, or emolument (18 U.S.C. 643).
- d. Make false entry or report with intent to deceive or defraud the United States Government (18 U.S.C. 2073).
- e. Falsely make or assist in making, counterfeiting, or forging, in whole or part, any form of transportation request;

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knowingly alter or assist in altering a transportation request; or knowingly pass, publish, or sell any such false or altered form of request (18 U.S.C. 508).

f. Promote, operate, or participate in organized gambling during work hours (GSA Regulations).

g. Loan, use, convert, or deposit public money entrusted to him or her except as specifically allowed by law (18 U.S.C. 648).

h. Participate in any strike against the United States Government or assert the right to strike against the Government, or hold membership in any organization of Government employees that asserts the right to strike against the Government (5 U.S.C. 7311, 18 U.S.C. 1918).

→ i. Contribute sums in excess of the limits set forth in 2 U.S.C. 411a to a political candidate or to a political
/4/
← committee (2 U.S.C. 441a).

j. Use appropriated funds to pay for any personal service, advertisement, telegram, telephone, letter, or other advice intended to influence a member of Congress (18 U.S.C. 1913).

k. Act or conspire to deprive any citizen in the free exercise or enjoyment of any rights, privileges, or immunities secured or protected by the Constitution or laws of the United States (18 U.S.C. 241, 242).

l. Not used.

m. Conspire to injure or destroy specific property situated within a foreign country and belonging to a foreign government with which the United States is at peace (18 U.S.C. 956).

n. Begin, provide, prepare a means for, furnish money for, or take part in any military or naval expedition or enterprise to be carried on from the United States against a territory of a foreign state with which the United States is at peace (18 U.S.C. 960).

o. Knowingly and willfully disclose to an unauthorized person or publish any classified information (18 U.S.C. 798, 50 U.S.C. 783, and 18 U.S.C. 1905).

p. Unless specifically authorized, willfully use or authorized the use of any Government-owned motor vehicle for other than official purposes (31 U.S.C. 638a(3)).

q. Knowingly and willfully falsify, conceal, or cover up a material fact or make a false statement regarding a Government matter (18 U.S.C. 1001).

r. Without proper authority remove or use documents relating to claims from or by the Government (18 U.S.C. 285).

s. Act as the agent of a foreign principal registered under the Foreign Agents Registration Act (18 U.S.C. 219).

t. Act as the agent of a foreign principal required to be registered under the Foreign Agents Registration Act (18 U.S.C. 219).

u. Solicit a contribution from another employee for a gift to an official superior, make a donation as a gift to an official superior, or accept a gift from any lower-paid employee.

The ~~Civil Service Commission~~ states, however, that the law does
/Office of Personnel Management/
not prohibit a voluntary gift of nominal value or donation in a
nominal amount made on a special occasion such as a marriage,
illness, or retirement (5 CFR 735.202(d)).

/s/

61. PROHIBITIONS CONCERNING FORMER EMPLOYEES

A former Government employee may not:

a. After Government employment had ended, knowingly
act as agent or attorney for or otherwise represent anyone other
than the United States in connection with a matter in which the
United States is a party or has a direct and substantial interest
and in which he or she participated personally or substantially
for the Government in a decision making, advisory, or investigative
capacity (18 U.S.C. 207 (a)).

b. Within two years after the end of Government
employment, knowingly act as agent or attorney for, or otherwise
represent, aid, counsel, advise, consult, or assist in representing
anyone other than the United States in connection with a matter in
which the United States is a party or has a direct and substantial
interest

/: /

(1) Which matter was actually pending under his or her
official responsibility within one year prior to the termination
of such responsibility, or

(2) In which matter he or she participated personally
or substantially as an officer or employee.